

Brandywine Homeowners Association, Inc.
P.O. Box 37, DeLeon Springs, Florida 32130

Minutes of the Regular Board meeting of July 9, 2019.

Call to Order: The meeting was called to order by President Myers at 7:00 pm.

Roll Call: - President Lorin Myers, Secretary Liliane Benucci, Vice President Renee Weber, Treasurer Dale Haaland, Director John Chant were present. Directors Cindy Capps and Mike Campanella were absent. Members Tisa Houck, Diane Hill, and Jim Graesart were present, and Condo Association President Holly Rabits and Secretary Pat Evans were also present.

Minutes: Motion by Chant and seconded by Haaland to approve the June 14, 2019 meeting minutes. Passed unanimously.

Correspondence: Contact was made with a resident regarding a potentially political “sign” displayed in the yard.

COMMITTEE REPORTS:

Financial: Haaland reported the following:

The Finance committee met on July 3rd. Mark Zirkle, Dale Haaland and Lorin Myers were present. The bank statements were reviewed, the Profit and Loss, Check detail, Balance Sheet and Accounts Receivables Aging reports were discussed. Highlights of the discussions are found within this report.

- **Forecasted expenses:** Clean Cuts contract, Duke Energy utility bill, Lorin Myers contract, Liliane Benucci contract, Lake Doctor’s contract, Lowe’s gift certificate, City of DeLand water, Tinker Graphics web hosting, Condo Association meeting rental, Clean Cuts irrigation repairs 15A and 17 entrances, Quality Quick Print July mailing (\$400), Robert Hogan reimburse materials for cinder block repair (under \$60), USPS 500 stamped, pre-return address #10 envelopes (approximately \$350).
- **Expenses forecasted and paid since the last report:** Lorin Bruce Myers \$72.74 1ea. 5 gallon Thompsons water seal and 20 ea. Post card stamps
- **Expenses not forecasted and paid since the last report:** E. A. Zebell, PL Stipulation for settlement and ½ hour legal analysis \$338.11.
- Two closings are pending.
- No closings were completed during the last month.
- The Lake Doctors is increasing their monthly service from \$102 to \$109 per month effective August 1, 2019.
- As of today 28 properties are in arrears July 1st fourth quarter assessments. Reminder letters will go out around July 10th.
- The committee reviewed the 3 year bookkeeping contract proposal and endorses an increase to \$550 per month. The committee reviewed the budget proposal with the YTD figures from the Profit and Loss report.

ARB: Chant reported the following:

Pending Applications

- On Dec. 17, 2018 Myers received an application for painting house and trim on Lexington Road. Colors have been approved.
- Chant received a call and visited a property on Green Mountain Road. They had installed a shed. They are pending an application. Permit has been received. They also have a permit pending for an addition. Dick Fletcher has been asked to follow up.

Completed Applications

- On 6/24/19 Myers received a request for a roof permit on Kings Mountain Road. Approved by Chant. Reviewed by Myers. Permit has been received.
- On June 13, 2019 Myers received an application for a new fence on Kings Mountain Road. All the paperwork and description are in order. Approved by Myers. Reviewed by Fletcher and Chant, permit pending.
- On 6/16/19 Myers received a request for exterior paint on Burgoyne Road. Paint approved by Chant. Reviewed by Myers
- On June 6, 2019 Myers received an application for a roof replacement and new garage door on Lexington Road with appropriate descriptions. Permit has been received. Approved by Myers, reviewed by Chant.

Beautification: Benucci reported that the monthly beautification award was given to Sara and George Dryer at 2819 Concord Road.

Grounds & Maintenance: Weber reported the following:

- Clean Cuts had several crape myrtles and other trees that were blocking streetlights cut back. The irrigation system at the US17 entrance is still not fixed.
- Lake Doctors will now send the monthly service report to Weber via email. All three ponds showed low water levels, were muddy with floating plant matter and were treated to reduce plant growth.
- Weber reported two streetlight outages to Duke Energy which were repaired within a few days.
- Member Robert Hogan completed resetting and leveling the block section of the walking path near Saratoga Rd. This is a vast improvement to the appearance and the safety of the path. He will be compensated for the cost of materials.

Storage Facility: Campanella's report indicated the following:

- 45 Lot Spaces (Viewed in person)
- 1 Lot space is confirmed as available
- All registrations are current.
- Extra patrols by VCSO have continued.

Rules Compliance: Houck reported the following:

Unresolved from June

- On 5/30 Houck sent a letter to a member on Concord Road about debris and items left in the yard at their rental property. Property has been cleaned up.
- On 6/7 Capps sent a letter to a member on Lancaster Road about a vehicle parked in a yard for an extended period of time. Vehicle has been moved to driveway.

Weber moved and Chant seconded to move forward with legal action regarding a property if they fail to respond to an upcoming notice.

New Violations

- On 6/20 Houck called Volusia County Code Enforcement about the overgrown grass that's part of the Brandywine Tennis Club's property. Property was mowed on 6/27.
- On 6/21 Houck sent a letter to a member on Lexington Road about a dilapidated and crooked mailbox and support. Mailbox has been straightened on the existing, deteriorating, wooden board and post.
- On 6/27 Houck called Volusia County Code Enforcement about an inoperable vehicle that has been up on jacks and in disrepair in a member's Lancaster Road driveway for an extended period of time. As of 7/8 Code Enforcement had not been by to check.
- On 7/2 Houck called a realtor about removing a second "For Sale" sign in the yard of a member's house on Lexington Road. Sign was removed same day.
- On 7/3 Myers mailed first class and Certified second violation letters to the aforementioned member on Lancaster Road about the inoperable vehicle in the driveway, vehicles parking in the yard and street, and a yard waste bin at the curb—all have been second violations for an extended period of time. By 7/8 only the bin had been removed.

Four appreciation postcards were mailed

Welcoming Committee: Hill stated that she spoke with a new resident on Lexington Road via phone and mailed the welcome letter and other related documents to them.

Communications: Myers reported the following:

- Updates were made to the website.
- He replied to a request for solar panels on Burgoyne Road. He explained that we do not have regulations but we ask they be placed to the back side of the house when it is an option.
- He replied to a fence location request on Old Church Place that the county will determine from the survey where the fence can be located.
- He discussed the July budget announcement mailing

UNFINISHED BUSINESS:

- **2019/2020 Annual Budget:** An expense line item was added in anticipation of work on our easement in the Condos. The bookkeeping contract will be reviewed and approved at next month's meeting.
- **Parking Rules Document:** The Rules Committee presented their proposal to address ongoing parking violations/issues in Brandywine. The document summarizes the parking rules and also provides the specific restrictive covenants and county ordinance related to parking. After a brief discussion Benucci moved and Weber seconded to adopt the document as presented. Passed unanimously.

NEW BUSINESS:

Condominium Walking Path/Easement: Holly Rabits spoke on behalf of the Condo Association regarding the walking path and the potential hazard it presents, not only from disrepair, but from transient and possible criminal activity occurring there. Rabits indicated that the consensus is that the path is mostly unused, bumpy, and uneven due to large roots from the adjacent trees pushing it up. Temporarily closing the walking path was discussed, as well as putting a lock on the gate to prevent entry from the Winn Dixie side. Rabits informed the Board that this item would be discussed during the next Condo Association Meeting on July 23, and that she would report back to the Board, at which time the issue would be addressed and a plan would be offered for future improvements.

Adjournment: Moved by Benucci, seconded by Chant, to adjourn at 7:50 pm. Carried.

Next Regular Board Meeting – August 13, 2019 at 7:00 pm.

Respectfully Submitted: Liliane Benucci – Recording Secretary